

18 April 1957

MEMORANDUM FOR: [REDACTED]

SUBJECT : Senior Administrative Officers Conference

1. This will confirm our discussions regarding arrangements for a Senior Administrative Officers Conference at the [REDACTED] 29 and 30 April and 1 May 1957. For your information and guidance there is enclosed a copy of a memorandum and attachments sent to each individual who will attend the Conference. I believe you will find the Schedule and the Administrative Notes to be consistent with conclusions reached during my discussions with you and various members of your staff.

2. Some changes have occurred in the roster of personnel who will attend and several more are anticipated. I will advise you of these changes on or before 26 April.

3. With regard to billeting, it has occurred to me that some confusion may be avoided if the names of the individuals assigned to them are posted on the doors of Rooms #5, 6, 7, and 8 for the guidance of the other conferees who will be selecting rooms on a "first-come, first-served" basis.

SA/DDS/JER:epm

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